

**STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #910308-02**

Sheet: 4 of 4

Schedule Number: 94-0018

Effective Date: 08/23/94

Agency Code: 0414

Agency: Department of Education

Creating Office: Office of Special Services
Division of Exceptional Students
Communications/Low Incidence Unit

Series
Title/Dates: Multihandicapped Program Tuition Grant Files, 1985 - [ongoing].

Access: Confidential (34 CFR 5b.9 & 74.25; O.C.G.A. 50-18-72(a)).

Class: Individual.

Function
Documented: Administering the tuition grant for the Multihandicapped Program by accepting and reviewing applications, selecting and notifying those eligible, and notifying those applicants not eligible.

Consists of: Multihandicapped Tuition Grant Program applications, grant award or rejection letters, grant amendments, student records, psychological evaluations, eligibility reports, due process checklists, legal and school correspondence, and medical records. See also Grants Management records (schedule #81-385-A) and Accounting records (schedule #79-215-A) for duplicate copies of some records in this series.

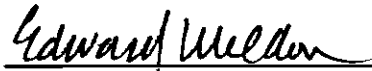
Arrangement: Chronological by fiscal year; thereunder alphabetical by student's surname.

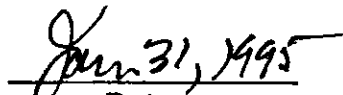
Media: Paper.

Retention
Requirements: Administrative need: Three (3) years.

Disposition
Instructions: Cut off at end of each fiscal year.
Hold in current files area one (1) year.
Transfer to State Records Center and hold two (2) years.
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application and in this profile.


Edward Weldon
Secretary of State Designee


Date

Attachment-1
Georgia Department of Education
Office of Instructional Programs
Division of Exceptional Children
Physical Handicaps/Low Incidence Unit
Tuition Grant for the Multihandicapped Program Files

6. Division and Office Function (Continued)

occupational therapy, hospital/homebound, and adapted physical education. The coordination of the Low Incidence Grant Program and the Tuition Grant Program is administered through this unit.

Sheet: 3 of 4

**DEPARTMENT OF EDUCATION
RECORDS RETENTION SCHEDULE
APPLICATION #910308-02**

Approved as Schedule Number. 94-0018

Effective Date: 08/23/9

annotated by the Department of Archives and History - RGS 1/25/95



APPLICATION FOR RECORDS RETENTION SCHEDULE

10F4

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

910308-02

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Instructional Programs Division of Exceptional Students Physical Handicaps/Low Incidence Unit 1970 Twin Towers East, Atlanta, GA. 30334		Application Number 94-0018
Application Number			Date Received MAR - 8 1994
			Date Completed 8/23/94
2. Person to Contact Marlene R. Bryar		Working Title Education Coordinator	Telephone Number 656-6317
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1985		5. Records Series Title (followed by title used in office; if different) Tuition Grant for the Multihandicapped Program Files	
Latest to Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Exceptional Students provides services to local units of administration (LUAs) including technical assistance in planning, implementing and evaluating special education programs for the handicapped. Division staff monitor programs for compliance with state law, federal requirements and Georgia Board of Education policies and provide assistance in helping improve instruction and programs for handicapped students. Primarily, the staff are available for ongoing technical assistance to local staff and are responsible for coordinating activities with local staff and college university personnel. The division is actively involved in the Georgia Parent Initiative that offers training through GLRS (Georgia Learning Resource System) to parents and educators regarding special education services, communications and how to work cooperatively to provide services for handicapped students. The Physical Handicaps/Low Incidence Unit provides technical assistance in the areas of speech/language disordered, orthopedically handicapped, other health impaired and moderately/severely/profoundly mentally handicapped. In addition, consultants assist LUAs in areas of physical therapy,			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): (continued on Attachment) Documents relating to: Administering the Tuition Grant for the Multihandicapped Program by accepting and reviewing applications and selecting and notifying those eligible for grants, and also notifying those applicants not eligible. Included are: Multihandicapped Tuition Grant Program Application, Award Letter, Notification of Rejection Letter, Amendments to the Grant and Student Records [including IEP (Individual Educational Program), Psychological Evaluation, Eligibility Report, Due Process Checklist, legal and school correspondence and medical records]			
File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by Student's Last Name			
8. Monthly Reference Rate One to six months old 300; Seven to twelve months old 100; Thirteen to twenty-four months old 20; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____ Total Current Accumulation: 4 Lateral File Drawers			

SEE ATTACHED

STATE RECORDS COMMITTEE

APPROVAL SIGNATURE SHEET

August 23, 1994 Lateral File Drawer:

One(1)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Student Records: 34 CFR 74.25 & 5b.9 and O.C.G.A. 50-18-72(a)
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Grants Management (Schedule 81-385-A) and Accounting (Schedule 79-215-A)
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>N/A</u> years.	e. Administrative need	<u>X 3 *</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
O.C.G.A. 20-2-152 (Special Education Services)
State Board of Education Policy IDDF

* per Vickie Oakes, RMO, 4/3/91
BOE

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 * year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold X 3 * year(s); then * see above
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*NOTE: Remove Student Records portion of file (Confidential Information) and Destroy.
Transfer remainder of file to State Records Center; hold for 4 years, then destroy.
note: deleted per conversation with Vickie Oakes, 4/5/91
See "Application Revised" begun 3/25/91.

These instructions apply to all prior and future accumulations of the series.

Schedule # 94-0018

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Billy E. Dorman	3/6/91	Vickie Oakes	03/06/91
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	
		Secretary of State/Designee	
		Attorney General/Designee	

SEE ATTACHED
STATE RECORDS COMMITTEE
APPROVAL SIGNATURE SHEET
August 23, 1994